

PRE-APPLICATION MEETING MATERIALS LIST

For a successful Pre-Application Meeting, the applicant shall submit specific information in advance of each meeting. The intent is to ensure that necessary and sufficient information is available to provide accurate and helpful input from local, state and federal regulators in the project development and design phase that provides the most benefit to the applicant and project reviewers. The pre-application submission requirements will not create significant additional work for applicants as much of the information requested is typically developed as part of the project design process, or required as part of the final Wetlands application submittal. NHDES has detailed instructions for scheduling a pre-application meeting.

The applicant is expected to circulate a package of information, either electronically or in hard copy, about their site and proposed development to all participants, including NHDES, at least one week prior to the Pre-Application Meeting. This package should include the following materials:

- Site location information and map – identifying the selected site on a broad scale and indicating other sites considered. The New Hampshire Fish & Game Department [Wildlife Action Plan](#) should be consulted for habitat information as well as to provide information on adjacent parcels of land.
- Aerial imagery of the area with the project site identified.
- A property map and site inventory – identifying key resources and existing conditions on the site and immediately outside the property boundaries (e.g., existing impervious surface cover).
- Wetlands delineation and classification for the site.
- A report from the [Natural Heritage Bureau data check](#) for endangered species.
- A description of the proposed project and any additional pertinent information.
- A conceptual plan for the proposed development.
- Photos of the resource areas proposed to be impacted.
- A description of proposed mitigation approach.
- Evidence that the proposed project is consistent with the local Master Plan and/or zoning (for state/federal pre-application only).
- A description of how the applicant will pursue improved energy efficiency, water conservation and stormwater management practices per NHDES best practice standards.

The preliminary conclusions drawn at the pre-application meetings will be based on the best information available at the time but must be considered “non-binding” and subject to change as new information becomes available. Direction to proceed also must not be mistaken for a guarantee of project approval or permit issuance, which can only be made after review of a complete, final application package.